



MEETING MINUTE

3rd INTERNATIONAL MEETING

Organised by MAD for Europe, Madrid, Spain

03rd – 05th October 2016

MONDAY, 03rd October 2016

The first day of meeting was **arrival day** for the groups. In total there were 15 participants from 7 different organizations and 2 participants from Spanish host organization *MAD for Europe*.

The following persons from partner organizations were present:

Nr.	First name/Last name	Organization
1.	Milena Goneva	ECQ ltd. (Bulgaria)
2.	Vanya Novakova	
3.	Ferdinando Comerci	
4.	Salvatore La Torre	Giovani per l'Europa (Italy)
5.	Andriana Moskovska	
6.	Ljubica Cvetkovska	LINGUA (Macedonia)



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| 7. | Giagki Giagkou | Eurosucces Consulting (Cyprus) |
| 8. | Ioanna Tsetika | NGO Civis Plus (Greece) |
| 9. | Evangelia Delavekoura | |
| 10. | Bernardina Hlevnjak Pastrovicchio | INFORMO (Croatia) |
| 11. | Aleksandra Lazarević | |
| 12. | Violeta Kolpakova | Social Innivation Fund (Lithuania) |
| 13. | Margarita Teresevicienė | |
| 14. | Gregorio García-Solans | MAD for Europe (Spain) |
| 15. | Katia Maccarone | |

Participants were located at three different hotels: “*Hostal LM*”, “*Las Musas*”, “*Luis XV*”, all of them in the right centre of Madrid.

Participants were informed about the meeting agenda and location of the meeting before they arrived to Spain. They have been informed about the agenda for the forthcoming days and about the meeting location.

TUESDAY, 04th October 2016

For the first working day all participants met at “Centro Europa Joven Madrid” *Calle Raimundo Fernández de Villaverde, 3*, in Room Nr. 3, one of MAD for Europe headquarters in the city, where they kept meeting for the daily activities. Spanish team welcomed the guests, then introduced itself and then gave a presentation of the meeting agenda. Every participant also received a folder containing any useful material such as a guide of Madrid, a presentation of MAD for Europe, blank papers to take notes, a pen and a copy of the meeting agenda.

To know each other better some **warm-up and icebreaking activities** were organized and a quick round of presentations of each organization members was made. Afterwards the hosts (MAD for Europe) gave a presentation the organization and its main activities.

At this point, leading by the coordinator (Giovani per l’Europa - Italy) all the group made **an analysis of the first year of project development**: review of project results and products, revision of tasks dates, stage of activities in each country, discussing the major points of the already started Training Courses in each country etc. etc...

After this, we started with the brainstorming and discussion on how to organize **the second part of the Intellectual Output Nr.1 (O1)** that is the **E-Learning Course**. MAD for Europe, responsible of the online web and platform, has leaded this session and all partners participated with their opinions and commentaries.

Below the most important points about its implementation:

- a) Creation of a new page on the main menu of the website, called E-learning Platform with a Registration Form for interested women and other stakeholders;
- b) Creation of 8 new pages on the left menu of the website for the E-Learning training in each partner languages, where there will be uploaded the translated Training Modules, the new Facebook group that will be like a forum where participants can share their ideas and the Expert person for each country that will answer to all doubts and give further information upon request. The data on these translated pages would be in the partners languages and will include Name and Surname of the Expert, E-Mail Contact, Availability Day and Hours, Main Competences and each partner will provide this information to MAD for Europe;
- c) Creation of 5 questions for each module so that women attending the E-Learning Course can finalize it, by answering to these questions, sending them to the responsible persons and receive by e-mail an Attendance Certificate.

We passed, by finishing this fruitful discussion, to the **Introduction of the Intellectual Output Nr. 2 (O2)** by the Coordinator (Giovani per l'Europa). It deals with the **GUIDELINES** that will be implemented from January to May 2017. We had a brief outline of what it is and the material needed and all together we decided to prepare the Introduction for the end of January.

Each partner will prepare 1 page about history and traditions (related to women) in their countries and send to the Greek partner, responsible of the general introduction for the Guidelines.

After a 30 minutes coffee break a round table discussion started in order to review the project's results and new tasks.

- **Send to MAD for Europe all information for the E-Learning Platform** (all translated modules, contact expert data, five questions for each module). All partners before 14th October 2016.
- **New FB Group.** Greek partner will create it before 14th October 2016.
- **Website.** Some translations missing, responsible partners will provide it.
- **Dissemination.** Update the website with all these activities, FB groups and Local Newspapers.
- **4th meeting in Cyprus.** All partners agreed to have the Meeting 4 on 07-09 March 2017 in Nicosia.

Then all partners presented their **reports on the stage of the Video Interviews to Women Entrepreneurs** in their countries and we had the opportunity to see and listen to some of them with the projector. Others have been presented and explained by the rest of partners.

At **Lunch Time**, the whole group had a walk to reach the “*CASA MARTÍN*” Restaurant, typical Madrilenian restaurant with Spanish delights, for an intercultural lunch that was offered by MAD for Europe as a celebration of the 3rd meeting of PROWOMEN Project.

Visit to one of our Women Business for sharing of Best Practices, AGAIN CASHMERE, our second interview for the project implementation. This company is owned by two women mothers who at the beginning started it at home and then they moved to a nice shop in the centre of Madrid. Here we have been welcomed by Marga (partner of Rosario) who explained us the entire activities, presented all problems encountered at the time of creating it, talked

about conciliating work and family life above all whit little children and answered to all partners questions and doubts.

After this visit, all participants, were taken to a **guided tour** made by an expert Art Historian **around historical and cultural centre of Madrid** to learn more about the city history and then spent their free time going around in the city.

In the end participants took part in the Certificate Delivery Ceremony and the Closing of the Meeting made by host partner, MAD for Europe.

WEDNESDAY, 05th October 2016

The last day was the departure day and no activities were planned.